



**Minutes of the  
ALAMEDA FREE LIBRARY BOARD  
SEPTEMBER 13, 2006**

The regular meeting of the Alameda Free Library Board was called to order at 7:00 p.m.

**ROLL CALL**

Present: Karen Butter, President  
Ruth Belikove, Vice President  
Alan Mitchell, Board Member  
Mark Schoenrock, Board Member

Absent: Leslie Krongold, Board Member

Staff: Jane Chisaki, Library Director  
Marsha Merrick, Recording Secretary

**CONSENT CALENDAR**

An asterisk indicates items so enacted and adopted on the Consent Calendar.

- A. \*Report from Library Director highlighting Library Department activities for the month of September 2006. Accepted.
- B. \*Draft Minutes of the Regular Library Board meeting of August 9, 2006. Approved.
- C. \*Library Services Report for the month of July 2006. Accepted.
- D. \*Report from Finance Department reflecting FY 2005-06 Library expenditures (by fund) through August 2006. Accepted.
- E. \*Bills for ratification. Approved.

President Butter asked Director Chisaki if she thought the statistics moving forward would be more stable. Chisaki was fairly certain the numbers will look a lot more consistent now. With the closure of the Interim Main during October, and the opening of the New Main in November, numbers will undoubtedly fluctuate, but should re-stabilize towards year-end. The statistics are put together on a fiscal-year basis, and an annual report was promised by Director Chisaki at a future, possibly November or December, board meeting.

Board Member Mitchell inquired about a negative number on the Division Expenditure Status Report in the category of Machinery & Equipment. The IT Department has encumbered some funds in this category for PC and related acquisitions for the new building. These monies should have been drawn from the construction fund, so account numbers may have been miscoded. Numbers will be double-checked by staff, and adjusted as necessary.

President Butter asked for a motion to approve the Consent Calendar as presented. Vice President Belikove so moved; Board Member Schoenrock seconded the motion which carried by a 4-0 unanimous vote.

### UNFINISHED BUSINESS

#### A. Materials Security and Inventory System - Update (J. Chisaki)

The collection is over 95% complete at this stage. Approximately 12,000 items remain to be tagged – this includes items in circulation. Most of these materials are magazines at the Main Library; tagging will only be done on 2006 issues. These will be tagged as they are checked out at the Circulation Desk, and will be a very quick process, 30 seconds or less. The Opening Day collection will come pre-tagged, so it can go right from the box to the shelf. The total size of the Opening Day Collection is a little over 10,000 items.

Vice President Belikove asked how early orders can be made for new releases. Director Chisaki indicated that orders can be placed up to six months before the scheduled release date of a publication, so the book selectors really need to stay on top of things.

President Butter mentioned statistics that had been prepared in a needs assessment study previously. Volumes were compared to City population size, and Butter asked if a similar report could be produced. Director Chisaki was happy to provide this information, however, asked that it be held off until the November meeting as statistics were already packed for the move. Board President Butter agreed to the request.

#### B. Meeting Room Use in New Main Library (J. Chisaki)

Director Chisaki started out by reading the additions and changes she had made to the previous draft. She also presented an application for the Board's review. Some discussion was held on the changes, and Board President Butter suggested that the board approve the policy with a side note to review it every 6 months. Board Member Mitchell moved that the meeting room use policy be approved with the understanding it would be reviewed after 6 months, Vice President Belikove seconded the motion, and it was carried by a 4-0 vote.

### NEW BUSINESS

#### A. Grand Opening Activities (J. Chisaki)

The Grand Opening Committee is now meeting every other week. Bob Woods is designing the program, invitation and the floor plan brochure that will have the locator maps on it. The invitations will go out to a limited mailing list. Director Chisaki asked the Board to provide her names and addresses of people they would want to see included on this list.

There will be a street banner advertising the Gala, Grand Opening and Family Day events going up across Central at Oak Street the last two weeks in October.

A flyer has been developed and will be used for various civic groups as a “Save the Date” type of announcement. There is also something being prepared that will hopefully go out in the Bank of Alameda and AP&T statements in their next mailings. Publicity packets are being put together that will go out to the regular news sources. A 16-page advertising supplement being done by the Alameda Journal will be released on October 13<sup>th</sup>. President Butter asked if there was something that could be put in the supplement to thank the citizens of Alameda for passing Measure O that made the building of the new library possible. Director Chisaki indicated that the dedication plaque for the new building would be in two pieces. The first, larger plaque would have City Council, Library Board, Library Director, architect, construction manager and project manager names on it; the second, smaller plaque would thank the Friends of the Library and Library 2000 for their hard work and the citizens of Alameda for passing Measure O by 78.3 percent. President Butter indicated a preference of seeing something in print, so Director Chisaki will check into getting something in the upcoming advertising supplement. This supplement will not only be in the Alameda Journal, it will also be in the Berkeley Voice, the Montclairion and the Piedmonter. The Library will get approximately 2,000 copies of the overrun as a giveaway.

President Butter asked if the board would be able to tour the new building at their next meeting in October. Director Chisaki will explore the possibility, and let the Board know when the October meeting packet goes out.

Director Chisaki continued listing Opening Day activities including who would be speaking at the event. Speeches will start at 11 a.m. and the ribbon cutting is expected at 12 noon. There is an event photographer lined up who will take digital pictures and provide us a CD. They are exploring whether AP&T or Comcast will film the event and provide a DVD for archiving and circulation purposes. Stan Bunger will be the emcee for the event and Kathy Moehring will sing the National Anthem and the Alameda song. The Chipman Cougar Cadets drum corps will perform; there will be one large cake and a lot of cookies and juice for the ribbon cutting day, kept back in the Café and courtyard area; promotional handouts such as magnets and pens have been ordered, and stickers for the children; docents will be stationed strategically around the building. Traditionally, the architect, contractor and sub-contractors send congratulatory flower arrangements – we have been told to expect about 20 arrangements.

November 4<sup>th</sup> is Family Day, and entertainment will consist of a balloon sculptor who will also do some walk-around magic; Jean Paul Val Jean, who is a one-man show as a juggler, magician, contortionist and vaudevillian. Volunteers will take turns wearing a Wild Thing costume and walking through the Library. Feelers are out for some type of cultural dance group – perhaps lion dancing; a Hip Hop group out of Oakland has been contacted to come and do about a 30 minute routine. Poetry will be read for about 1 ½ to 2 hours by 6 or 7 different poets up by the fireplace on the second floor. Cookies and juice will be the only refreshments served this day.

B. Alameda Free Library Foundation (A. Mitchell)

Starting in October, the Gala committee will be meeting every week. Ticket sales have been slow, but they are starting to pick up now. The Foundation has hopes that the Library Board Members will attend; they have requested City Council members to purchase tickets as well. The event will be heavy on hors d'oeuvres, which Director Chisaki has requested be kept back in the Café area. There will possibly be music – Natasha Miller will walk the building with Director Chisaki to check out the space. This will be an adult only event, although this is not stated anywhere. Wine will be served. The Foundation hopes this event will become an annual fundraiser. Posters for the event have been printed and are being distributed. Daisy's on Park Street and Needle in a Haystack on Webster Street are selling tickets; these can also be purchased on-line or from an individual. Campaign brochures detailing donation options have been printed and are being distributed around.

Director Chisaki brought out the Foundation's recommendation and mock-up for the donor wall, which will consist of brushed aluminum and cherry wood. These were sent to the architect to look over that afternoon.

C. Friends of the Alameda Free Library (M. Skeen)

Friends President Skeen was not in attendance, so Director Chisaki gave a short report. The next semi-annual book sale will be held on October 6, 7 and 8 at the O' Club on Alameda Point. The Friends have been working on a new book bag, which will be unveiled at the book sale. It will be sold for \$12 to members and \$15 to non-members.

D. Library Building Watch (M. Merrick)

Recording Secretary Merrick apologized for not including the latest issue in the Board's packet which was released the last week of August. The Board verified that they all get the newsletter via e-mail. The plan is to get a newsletter out at the end of every month; however, September will be a challenge as the last week of the month there won't be any Internet connection, and the newsletter is produced using an on-line service. The next issue will most likely come out about mid-October, and will "re-advertise" all the upcoming events.

E. Patron suggestions/comments (Speak-Outs) and Library Director's response.

A patron requested more James Patterson pocket books or more mystery authors in the pocket book section. We are in the process of ordering more paperback books for the new Library, and will add this request to the list. Another patron enjoys the books on tape as they make the commute better, but would like to see more contemporary selections. A large order was recently placed and there will be plenty to choose from. Another request was for more Stephen King and Dean Koontz books on CD as the patron loves to be frightened on the morning commute. These authors were included in the large order that was recently placed.

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

Previous SAB Representative Marc Lambert asked if we had a new official SAB representative yet. President Butter indicated that this subject would be addressed under Director's Comments.

LIBRARY BOARD COMMUNICATIONS

Board Member Mitchell stated that he had enjoyed reading the comments about Director Chisaki in the news articles.

DIRECTOR'S COMMENTS

Director Chisaki introduced Rebecca Kozak to the board as the new SAB Representative to BALIS. Previous SAB Representative Lambert presented Ms. Kozak with a large informational binder to use in her new capacity. President Butter suggested that we standardize the appointment process so we don't have the appointment problem in the future. Director Chisaki had been diligently working with the City Manager's and City Attorney's offices to do just that. The staff report is now imminently clear that the appointment is done by resolution of Council. With prompting from President Butter, Ms. Kozak said she has worked with the Oakland Fire Department for 14 years. She is also attending library school and is in her last semester. Ms. Kozak hopes to get a job as a Librarian in a Public Library eventually. Being the SAB Representative will help her stay connected to the library world. Ms. Kozak has lived in Alameda for about 19 years. President Butter welcomed Ms. Kozak warmly and expressed her delight that there is a new SAB Representative.

Director Chisaki spoke about the CALTAC Workshop and is seeking additional information on exactly what will be expected of the Library and the Friends if we are the host facility. The Friends have declined to commit to the event yet because they also feel they need more information. Vice President Belikove inquired about when the next Legislative Day was being held; Marc Lambert stated that this event is usually held at the end of April.

In the February Board letter, Director Chisaki had mentioned AB 1234 which is Mandatory Ethics training for officials, local legislators, members of legislative bodies, etc. Director Chisaki will be distributing a packet to the Board soon with details on the training. Two hours of ethics training will be required every 2 years and it can be done on-line.

Vice President Belikove asked if there would be any glass cases in the new library. Director Chisaki responded that there would not be.

Vice President Belikove then asked about the donations report included in the board packet, and wanted to know specifically if these gifts had gone directly to the Library. Most of these are small donations from patrons who appreciate the Library's services they have received. These donation amounts go straight to the Memorial Fund. The larger donation amount on the report was a final distribution from the Regina Stafford Trust. This amount is already in the construction budget for the new Library.

ADJOURNMENT

Board President Butter called for a motion to adjourn the meeting at 8:37 p.m. Board Member Mitchell so moved, Vice President Belikove seconded the motion, and it was carried by a 4-0 vote.

Respectfully submitted,

Jane Chisaki  
Library Director and  
Secretary to the Library Board

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This meeting's agenda was posted 72 hours in advance in accordance with the Brown Act.